

JUS.T.I.S. Governance Council Meeting Minutes
October 24, 2013

Start of Meeting: 09:30 a.m.

Departments Present: Adult Probation; District Attorney; Sheriff; Police; Public Defender; Superior Court; Juvenile Probation; Department on Status of Women; City Administrator's Office
Absent: Emergency Management; Mayor's Office; Department of Technology

Minutes from Prior Meeting – Minutes from meeting held on September 26, 2013 were approved.

From Executive Sponsor's Update:

A check was taken to identify the status of those outstanding Memorandums of Understanding still needing to be signed.

The Council was updated on where JUSTIS and other criminal justice departments were scheduled to convert to Microsoft 365 email.

A review of the status of departments still needing to connect to JUSTIS was shared with the Council members.

From the Technical Steering Committee's Update:

The Council was updated on the current production support activities, the development programs underway, and the status of existing contracts and warranty renewals.

Both the District Attorney and Adult Probation provided the Technical Steering Committee with a project status.

From Case Management System Updates:

Hub Activity/Server Project:

The staff is working on the outbound transactions from the Public Defender's Case Management System. These transactions will assign and update the public defender associated with cases.

The distribution of departmental notifications related to probationer bookings is being updated.

The staff is working with the District Attorney's Case Management vendor to make their hub connection to JUSTIS transactional.

A training session on charge code processing has been scheduled.

The staff is providing information to the Department of Technology related to our desire to purchase a third chassis of blade servers.

The team is also looking to update the date selection criteria used to create Domestic Violence reports.

Department on the Status of Women:

The Department reported having experienced some problems with running the reports. The JUSTIS team is going to update the process for selecting date criteria to address that situation.

Juvenile Probation:

Juvenile Probation informed the Council that Allen Nance was recently appointed as their new Chief

Probation Officer.

The Department is looking into using the case management system now being developed for Adult Probation. That vendor is Smart Probation.

District Attorney:

The District Attorney (DA) has been working with the JUSTIS staff identifying and defining the data fields that will be needed for their connection to the JUSTIS hub.

It was also reported that the DA has begun discussions with Juvenile Probation on the security requirements needed for a data exchange between those departments. The DA recently added a new Juvenile module to the suite of applications in their case management system.

The DA is scheduled to come to the Technical Steering Committee for an update on their project status.

Public Defender:

The Public Defender indicated that the bi-directional programming needed to send information to JUSTIS from their case management system was ready for testing.

They also shared with the Council some of the challenges that they experienced in the days leading up to turning on their hub connection.

Police:

The Police Department is working on their Crime Data Warehouse (CDW). They are interested in adding citation data into the CDW and indicated that a possible request for citation data would be forthcoming.

Their CDW priorities continue to be mapping, then expanding their search capabilities, and then adding CopLogic data.

They are also still interested in single entry booking.

Sheriff:

The Sheriff Department (SD) indicated that they are continuing to work with their vendor on service level issues and adding new interfaces to their Jail Management System.

The Sheriff indicated that their project to move their non-JUSTIS files off of the JUSTIS equipment and onto their own equipment is now expected to be completed in late December 2013.

The Sheriff is getting ready to test a new release of their Jail Management system which is also expected to facilitate forward movement with single entry booking with the Police Department.

The Department also announced that they would be moving their CLETS-related equipment out of their 12th Street site and into the 911 Data Center at Turk Street.

Adult Probation:

Adult Probation is addressing data cleanup activities on their Case module and the conditions of probation.

The Department is also interested in storing their scanned data in the JUSTIS environment. This request has led to a larger topic for the Council to address around data growth and budgeting.

Superior Court:

The Court is working on their court management application. They are also now looking at other applications that may provide a single solution to address the combined needs of their Citations, Traffic, Civil and Criminal courts.

New Business:

The topic of data growth was introduced as a new item for discussion at a future council meeting. Departments were asked to provide information related to anticipated needs beyond their original requirements for running their case management systems.

End of Meeting: 10:46 a.m.